

**Position:** English Learner Tutor

**Reports to:** Building Principal/Director of Student Services/Director of Curriculum and Instruction

**Employment Status:** Part Time

**FLSA Status:** Non-Exempt

**Description:** Provide English development instruction to students in grades K-12 within the district

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Plans and delivers instruction in English language development
- Collaborates with classroom teachers and specialists to ensure achievement of ELs across content areas
- Demonstrates an ability to effectively communicate with classroom teachers, administrators, and families
- Maintains accurate documentation required for compliance under Title III federal regulations
- Administers formative and summative assessments to monitor progress and ensure student achievement
- Attends district English learner meetings and professional development offerings
- Possesses characteristics necessary to act as an advocate for non-English speaking families within the district
- Demonstrates the knowledge and skills necessary to evaluate individual students' learning styles and needs, which results in planning appropriate instruction
- Reflects an awareness and acceptance of cultural differences exhibited by students and their families
- Possess the skills necessary for serving as a liaison between the school district and the home

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Superintendent

**Qualifications:**

- Bachelor's degree (B.A.) from an accredited institution of higher learning
- Valid Ohio Teaching License
- Experience preferred

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate effectively with others both orally and in writing
- Organizational and problem solving skills
- Ability to work effectively with others
- Experience working with children
- Training in varied instructional methods
- Basic computer skills
- Effective active listening skills
- Ability to be flexible and adaptable to changing situations

**Equipment Operated:**

- Computer
- Copy machine
- Printer
- Calculator

**Additional Working Conditions:**

- Exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Interaction with children
- Requirement to travel
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies

**Evaluation:**

- Performance of this job will be in accordance with provisions of the Board's policy.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:                      Norton City Board of Education  
Adoption date:                    March 11, 2024